

**ECONOMIC GROWTH REGION 8
STRATEGIC SKILLS INITIATIVE
HEALTHCARE SOLUTIONS**

FACULTY SHORTAGE and CLINICAL SIMULATIONS LABORATORY

Request for Proposals

South Central Region 8 Workforce Board, Inc.

TO: Qualified Organizations

FROM: John F. Corcoran, Region 8 Operator

DATE: June 30, 2006

SUBJECT: Request for Proposals for Assistance with Healthcare Solutions

The South Central Region 8 Workforce Board, Inc., Strategic Skills Initiative is seeking a Project Manager for the Healthcare Faculty Shortage Pilot Plan and Clinical Simulation Program. The Project Manager may be any legal entity registered with the Indiana Secretary of State and doing business in Region 8 such as a Hospital, Educational Institution, Consulting Firm or other entity qualified to provide healthcare solutions project management.

This project will be completed during the two-year period beginning in late July or early August and ending June 30, 2008. All work will be completed in accordance with the SSI grant awarded to the South Central Region 8 Workforce Board, Inc. The budget, deliverables and narrative are attached to this Request for Proposals. Amounts available to the qualified entity will be negotiated.

Region 8 is a new Economic Growth Region in South Central Indiana comprised of Brown, Monroe, Owen, Greene, Daviess, Martin, Lawrence and Orange counties.

Please submit one proposal with an original signature and one electronic copy no later than, 4:00 PM EDT, July 31, 2006, if hand delivered, prepare a receipt for signature:

John F. Corcoran, Corcoran & Wishart LLC
Region 8 Operator
C/O Richard Rampley, WorkOne Bloomington
450 South Landmark Avenue
Bloomington, IN 47403

The Electronic copy should be submitted in PDF or WORD format to:
corcoranifc@msn.com. Late proposals will be rejected.

Questions concerning this solicitation should be directed to John Corcoran no later than 4:00 PM, July 21, 2006 at the above email address. All questions will be answered at a bidders conference to be held at the WorkOne Bloomington office on July 24, 2006 at 10:00 AM EDT. Attendance at the bidders conference is mandatory.

The Bloomington WorkOne office is located at 450 South Landmark Avenue, Bloomington, Indiana 47403. From Highway 37, take the 2nd Street Exit east approximately one mile to the second stoplight (Landmark), turn left on Landmark. The office is located on the West side of the street.

A. About Region 8 and the Strategic Skills Initiative

Region 8 is a new Economic Growth Region in South Central Indiana comprised of Brown, Monroe, Owen, Greene, Daviess, Martin, Lawrence and Orange counties. The Economic Growth Regions replaced the Workforce Service Areas in Indiana on July 1, 2006. For more information on the transition from Workforce Service Areas to Economic Growth Regions, review the State of Indiana Strategic Plan. Please visit:

<http://www.in.gov/dwd/7-29-05FINALMOD1WIASTRATEGICWITHOUTPOLICIES.pdf>

The Department of Workforce Development announced the Strategic Skills Initiative in June of 2005. An initial application was submitted to the DWD and funded. SSI is designed in three phases, (1) research occupational and skill shortages (2) determine the root causes of the shortages and (3) design solutions. We have negotiated solutions with DWD and are now engaged in implementation.

DWD made \$20 million available on a statewide competitive basis over the next two years for the solutions phase. It is important that all bidders review the information available on the DWD SSI website before preparing a proposal. The SSI website can viewed at:

<http://www.in.gov/dwd/employers/ssi.html>

The South Central Region 8 Workforce Board, Inc. was recently funded by DWD to deliver Solutions in Healthcare, Biomanufacturing and Hospitality. For an overall description of the Region 8 SSI award, please visit:

http://www.in.gov/dwd/employers/SSI/solutions_summary8.pdf

B. Purpose of the RFP

The South Central Region 8 Workforce Board, Inc., Strategic Skills Initiative is seeking a Project Manager for the Healthcare Faculty Shortage Pilot Plan and Clinical Simulation Program. The Project Manager may be any legal entity registered with the Indiana Secretary of State and doing business in Region 8 such as a Hospital, Educational Institution, Consulting Firm or other entity qualified to provide healthcare solutions project management.

This project will be completed during the two-year period beginning in late July or early August and ending June 30, 2008. All work will be completed in accordance with the SSI grant awarded to the South Central Region 8 Workforce Board, Inc. The budget, deliverables and narrative are attached to this Request for Qualifications. Amounts available to the qualified entity will be negotiated.

C. Statement of Work Requested

All work performed will be in accordance with the Region 8 Solutions Report. The detailed plan, deliverables and budget are included as Attachment C to this Request for Proposals.

D. General and Technical Requirements

1. Successful bidders will contract with the South Central Region 8 Workforce Board, Inc. The Regional Operator, Corcoran & Wishart, LLC will develop the contract. The Regional Operator will monitor completion of contracted activities and review requests for payment based on services rendered.
2. Contracts will be negotiated cost reimbursement agreements with a performance incentive opportunity and managed on a performance basis.
3. Cost and services will be negotiated. Bidders are advised that since the grant with DWD has been approved, the cost, deliverables and performance have been established. Your proposal should be designed to tell us how you would utilize your expertise to meet the goals of the grant.
4. Failure to deliver on schedule or failure to deliver acceptable work may result in reduction of funding or contract cancellation.

E. Terms and Conditions

Please review the following, before preparing a bid please note that:

1. The Region 8 Operator reserves the right to accept or reject any and all bids/proposals submitted, to negotiate with all qualified bidders, or to cancel in whole or part, this RFP.
2. Issuance of the RFP does not commit the Region 8 Board to award any funds or contracts or to pay costs associated with proposal development, or to procure or contract for goods and/or services. Payment for services shall be on a fixed price, performance basis.
3. All work shall be completed by the dates in Attachment C.
4. Any recipient of funds shall not discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. Bidders in whole, or in any part of itself, shall be in good standing, are not debarred or suspended or otherwise excluded from, or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

5. Bidders must be registered to do business in the State of Indiana with the Secretary of State and be current with all applicable Federal, State and Local taxes.

H. Criteria for Review of Proposals

All Bids will be reviewed for completeness and adherence to the stated work requested. Bids will be rated based on criteria and ranked in order from the highest to the lowest. Selections will be made by proposal ratings, format conformance, and all stated qualifying conditions.

To ensure on time delivery of quality services, the Region 8 Board through its Operator reserves the right to select lower ranked bids when warranted. Such selection of bids shall be made at the sole discretion of the Region 8 Board through its Operator.

Background & Related Experience of the organization	45 %
Completeness and adherence to the RFP	10 %
Plan of Work	45 %

I. Proposal Format

Assemble your proposal using this format. The respondent should include only information deemed relevant or important to the services requested in this RFP. Brevity and concise descriptions will be appreciated. Extraneous information or elaborate binding and presentation of proposals are not desired. The proposal shall be on plain 8 ½ x 11 white paper with 1" margins, in 12 point font size.

Bidding Organization Background and Related Experience Description

1. Use Attachment A as your cover page.
2. Legal Status, Non-Profit Corp., For-Profit Corp, Partnership, etc.
3. Written certification signed and dated by an authorized official of the bidding organization warranting that the bidding entity is current with all filings and payments of taxes and liabilities due the Internal Revenue Service, the Indiana Department of Revenue and Indiana Department of Workforce Development, and bidder has no outstanding delinquent payments or report filings with these federal and state agencies.
4. History of the Organization, length of time in business, type of current business or funding
5. Other work performed similar to this project
6. Listing of Management Staff and Key Staff for this project
7. Resumes of Key Staff for this project

8. Briefly describe how your organization currently serves the Healthcare industry.
9. For the bidding organization, include your most recent audit report as an attachment to the hard copy proposal you submit.

Plan of Work

1. Briefly explain how you propose to deliver the Solutions described in Attachment C. Your narrative should support all the activities in Attachment C.
2. Bidders are encouraged to be creative while meeting the deliverables specified in Attachment C. The deliverables are not negotiable but the means of achieving them is. As an example, the funds specified for the “Project Manager” can be allocated amongst multiple staff. Costs could be accrued at a higher rate during the beginning months of the initiative. You should have ideas regarding the use of the incentives to attract instructors and the funds for scholarships and so on. Be specific, tell us how you will meet or exceed performance.
3. Limit your plan of work narrative to 10 pages. This limitation does not include the cover page of your proposal, resumes of staff, references, bidding organization background section or the hard copy of your audit report.

References

1. Please include three references of individuals that are familiar with the capability of the bidding organization to perform the work proposed.

ATTACHMENT A

Strategic Skills Initiative Healthcare Solutions: Faculty Shortage and Clinical Simulations Laboratory

Organization:

Legal Status:

Employer Identification Number:

Address:

Phone:

Fax:

email:

Contact Person:

Typed Name and Title:

Authorized Signature:

Date:

ATTACHMENT B

Timelines for Contractors

07/05/06	RFP Released
07/21/06	Email questions by 4:00 PM EDT
07/24/06	Bidders Conference 10:00 AM EDT Bloomington WorkOne
07/31/06	Proposals Due 4:00 PM EDT, Late proposals will be rejected.

Weekly email updates and conference calls with Region 8 Operator are required.

The timelines for this project are subject to change but are currently based on the best information available.

ATTACHMENT C

I. Narrative Summary

Region 8 Solutions Report **Healthcare Solutions**

The Region 8 Healthcare Solutions proposal looks to target the root causes of shortages in nursing professions across our eight counties, and focuses on limited training capacity due to a bottleneck that exists in current training programs that limits the number of students who graduate each year. During our research, two primary causes of this bottleneck were identified: 1) decreased clinical opportunities; and 2) a lack of qualified individuals willing to work as instructors. The following two solutions are proposed to address these issues, which are systemic issues that need to be addressed in all fronts to increase the available pool of qualified healthcare professionals (nurses) in our region for the future.

Healthcare Solution # 1: Faculty Shortage Plan

The Problem:

Critical instructor shortages are a primary root cause of the bottleneck in supply of workers and limited training slots that are available in existing training programs in our region and across the State of Indiana. As pointed out in the Root Causes Report, educators not only get paid less than practitioners, but they are also required to hold higher credentials (at least a Master's degree) than most practitioners. This is seen at two levels: 1) full-time employees for whom salaries are not attractive relative to either working as a nurse practitioner or in related occupations and 2) part time faculty, for whom teaching a one semester course for \$3,000 is not particularly attractive given the workload and personal commitment to students required.

The Solutions:

An active group of educators, administrators, and practitioners have come together to develop strategies, and are ready to begin implementing solutions that impact Region 8 and that could become part of a statewide strategy for other regions addressing this issue. The following are our Solutions to impact the Faculty Shortage Issue:

1. A Project Manager will be hired to oversee the project for the duration of the 2 year grant cycle. This person will be contracted with to facilitate nursing instructor activities and clinical simulation capacity development. This will include conducting a nursing salary survey, developing faculty recruitment strategies and exploring the development of a clinical simulation laboratory to serve as a regional feeder for clinical simulation training and career awareness in Region 8;
2. Since Ivy Tech and IU School of Nursing are the two major providers of degrees in our region, we will work with them to build faculty assets for the future.
 - a. Incentives for Clinical Site Faculty. We would like to offer incentives to attract 2 clinical nurses with teaching ability to Region 8 to take positions as clinical faculty from Ivy Tech at the new Monroe Hospital and Bloomington Hospital. These new hires can be immediate and facilities and support will be made from both regional providers. This will allow for students to enter the pipeline immediately. Ten students at each of 2 sites means there is a potential for 20 new degreed nurses to enter the workforce beginning in 2008, which is in the timeframe for the SSI Grants.

- b. It is our intention to provide scholarships to two existing students or practicing nurses to continue their education to receive their Masters Degree in order to teach at Ivy Tech-Bloomington, and likewise for three people to pursue their Ph.D. in order to teach at IU-Bloomington (two to replace temporary hires and one new faculty). This will provide new faculty resources for the region that will allow us to offer 10 additional slots per faculty in each institution. This solution is building capacity for the future, as these people will obtain their degree and immediately begin to provide slots for new students to come through the pipeline in our region. In the out-years of this grant, we will have at least ten new trained nurses for our employers. The impact will begin in 2010 as students start graduating from the programs and entering the workforce. Again, we realize this is in the timeframe past the SSI Grant cycle, but we need to do this now in order to have an impact on the nursing shortage as we move forward.

Healthcare Solution # 2: Clinical Simulation Capabilities

The Problem: There is a major need for more clinical training capacity in Region 8 due to many factors. There is a growing movement towards using simulation as a means of augmenting the clinical training experience, and providing a richer experience for students to ultimately better prepare them for the rigor of real-world clinical situations. Additionally, career options for nurses and many other healthcare professions are not well connected throughout our communities, and efforts need to be undertaken to make careers more attractive and reachable for the general public.

An on-going, and soon-to-be-released study by the National League for Nursing and Laerdal, a provider of simulation solutions, will be presenting findings about outcomes of clinical simulation activities across the US, and we expect that this will drive the adoption of simulation-based learning as a tool for nursing education programs across the country. It is difficult to determine how the use of simulation equipment will impact the ability of nursing programs to develop trained nurses at an advanced rate. In fact, many nursing professionals are much more concerned with the quality of the nurses coming out of programs that offer simulation experiences, as clinical sites are often at capacity or unavailable in areas of the country.

Additionally, we have researched several developers of simulation equipment, including Laerdal, Medical Education Technologies, and Immersion Corporation (HT Medical), which offer simulation mannequins and related modules. These companies offer mannequins, which all require annual software upgrades and maintenance contracts. They general cost \$20,000 with software licenses for \$2,000-\$3,000) and maintenance contracts of around \$3,000-\$5,000. Modules are available for different modalities (infant systems, cardiac, surgical, anesthesia, etc.). These are around \$12,000-\$25,000 for most systems. The larger, more sophisticated systems run near \$170,000 and all related software/maintenance included.

The Solutions:

1. Region 8 partners from healthcare, academia and economic development have been working together to advance the clinical simulation capabilities for our nursing specialties and other health professions. It is our intention to build our coalition of providers and clinical sites and their ability to provide simulation capabilities to provide richer experiences for students. We will study capabilities of the region, plan for growth and career connections with area K-12 institutions and for dislocated/entry level workers we can attract into careers in healthcare. We feel the outreach efforts into K-12 will

continue to fill the pipeline of enrollees at area nursing educational institutions and, when combined with 2 new teaching faculty positions at clinical sites in Region 8, will actually increase the interest in enrollment in the future as nursing faculty capacity is increased.

2. We will purchase simulation equipment (2 simulators and related instructional modules) for use at Ivy Tech, IU School of Nursing and in the community. This is an immediate way to provide a richer experience for the students who lack available clinical facilities and in specialties that may not be available to our region. These will be portable systems with modules that allow for more specialized training for the students already in the pipeline and those in the future. Our hosts at the site locations will provide in-kind assistance from key faculty to demonstrate the equipment and make it available to the community for use as a career awareness tool.
3. A SIM laboratory will be explored and a plan developed for its creation. This would be a more sophisticated system that has specialized training stations for students in our region, and an important component of our movement towards recognition of simulation as a new way of teaching and will be state-of-the-art for our area. This strategy will have wider impact than merely augmenting clinical time, as it will heighten interest in technology solutions and intrigue inquisitive learners. We are not seeking funding at time through SSI for this aspect of the project.
4. A substantial career awareness and marketing campaign will be developed to serve Region 8 as an integral part of the proposal. A later goal will be to establish a dedicated career awareness coordinator to be responsible for the outreach activities of the region, as the many projects proposed will greatly impact the interest in careers in healthcare, particularly in nursing. Bloomington Hospital already has staff responsible for outreach activities and we feel we can leverage their knowledge and contacts and expand it throughout Region 8 and to serve all healthcare providers in the region. We will do this through partnerships, fundraising and grant development.

II. Total Project Budget (note: budget line items shaded in gray will not be passed through to contractor)

Budget Detail

Region # EGR 8
Solution #: Healthcare Solutions
Solution Description: Healthcare Faculty Shortage and Clinical Simulations Laboratory

	Year 1		Year2	
	SSI Funded	Match	SSI Funded	Match
Program Salary & Benefits				
a) In-Kind Faculty Support-Simulator Instruction		50000		50000
Subtotal -Program Salary and Benefits	0	50000	0	50000
Contracted Services				
Project Manager for Overall Project	40000		40000	
Incentives to Attract Faculty	20000			
Scholarships for Masters/Ph.D. Faculty	60000		60000	
Clinical Site Supervision		50000		50000
Career Outreach Activities				25000
Subtotal - Contracted Services	120000	50000	100000	75000
Other Expenses				
Equipment Purchases:				
2 Partially Loaded Mannequins	100000			
Simulation Training for Faculty/Staff	20000			
Additional Healthcare SIM Modules	80000			
Service/Maintenance Contracts	5000		5000	
SIM Software Licenses (recurring)	3000		3000	
Subtotal - Other Expenses	208000	0	8000	0
Administrative Costs				
Grant Administration	35000		12000	
Subtotal - Administrative Costs	35000	0	12000	0
Total	363000	100000	120000	125000
2 year total funding requested	483000			
2 year total match	225000			

III. DELIVERABLES

Critical Project Activities	Associated Tasks And Deliverables	Role of Project Management Entity	Deliverable Due Date
Faculty Shortage Plan Implementation	Work with Ivy Tech to Develop Plan for Ivy Tech Nursing Training Programs	Coordinate with Ivy Tech, Bloomington Life Science Partnership and other community organizations to identify funds for salary of instructor to be recruited and other issues related to this position.	August 2006
	Conduct nursing salary survey & articulation review	Conduct survey to determine salary needed to compete for nursing instructors in Region 8.	August 2006
	Utilize Incentives to Attract Nurse Faculty for 2 New Clinical Sites	Work with local hospitals and educational institutions to utilize the \$20,000 available for incentives to attract 2 additional nursing instructors.	August 2006
	Provide 2 Scholarships for nurses to obtain Masters in Nursing	Work with local education institutions and health care providers to identify scholarship candidates.	07/06 – 06/08
	Additional Nursing Degrees as a Result of 1 Additional Instructor:	Work with Ivy Tech to track and report additional Registered Nurse graduates as a result of this solution.	
	10 AS Degrees – RN at Ivy Tech		June 2008
	10 AS Degrees – RN at Ivy Tech		June 2009
	10 AS Degrees – RN at Ivy Tech		June 2010
	10 AS Degrees – RN at Ivy Tech		June 2011
	10 AS Degrees – RN at Ivy Tech		June 2012
	10 AS Degrees – RN at Ivy Tech		June 2013
	Work with Ivy Tech to Develop Plan for Ivy Tech Nursing Training Programs	Coordinate with Ivy Tech, Bloomington Life Science Partnership and other community organizations to identify funds for salary of instructor to be recruited and other issues related to this position.	August 2006
	Provide 3 Scholarships for nurses to obtain PhD in Nursing	Work with local education institutions and health care providers to identify scholarship candidates.	07/06 – 06/08
	Additional Nursing Degrees as a result of increased capacity:	Work with Ivy Tech to track and report additional Registered Nurse graduates as a result of this solution.	
	10 BS Degrees at IU		June 2008
	10 BS Degrees at IU		June 2009
	10 BS Degrees at IU		June 2010
	10 BS Degrees at IU		June 2011
	10 BS Degrees at IU		June 2012
	10 BS Degrees at IU		June 2013

Critical Project Activities	Associated Tasks And Deliverables	Brief Description of Role of Project Management Entity	Deliverable Due Date
Clinical Simulation Program.	Purchase Simulation Equipment, Modules, etc.	Work with Regional Operator, IU, and Ivy Tech as needed to coordinate information related to equipment purchase. Will track and report to Regional Operator all match of faculty support. Will also track and report all match for clinical supervision.	August 30, 2006
	Simulation Equipment Training for Staff and Faculty	Work with Regional Operator, IU, and Ivy Tech as needed to coordinate equipment training. Will track and report to Regional Operator all match of faculty support.	August 30, 2006
	Maintenance contracts and software licenses for equipment	Ensure that maintenance contracts and software licenses are Maintained for 2 year grant period and transitioned at end of grant.	08/06 – 06/08
Career Outreach	Expand regional career outreach activities.	Work with local hospitals, schools, and other organizations in the community to track efforts made to expand career outreach throughout the region. Track and report match for SSI initiatives to Regional Operator.	08/06 – 06/08